



State of California – Business, Consumer Services, and Housing Agency

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

JOB OPPORTUNITY

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians

Classification:

Position #: 401 – – –

Time base/

Tenure:

Salary: –

Final Filing

Date:

The

Opportunity:

Job

Description:

Desirable

Qualifications:

Duties: Please view the duty statement that follows.

**Additional
Requirements:**

**Working
Location:**

**Working
Conditions:**

**Who May
Apply:** Individuals who possess eligibility on the above classification certification list or have reinstatement eligibility. Individuals applying for this position who wish to be considered on a transfer basis must meet the minimum qualifications for the classification per CCR Rule 250. Appointment is subject to SROA and State surplus policies. SROA and Surplus candidates must submit a copy of the SROA or surplus status letter.

How to Apply: Submit a standard State Application Form STD 678, with original signature, to the contact address below. No faxed or emailed applications will be considered.

Write the **HCD Recruitment # below and the Position number** in the examination and title section. Do not include your social security number on your application.

Attach a copy of your exam results. If you are sending supporting documentations, submit in the following order: Statement of qualifications (required), cover letter, résumé, or transcripts (if desired).

**Additional
Information:** Additional hires may be made from this bulletin if positions become available. Applications will be screened and only the most qualified will be interviewed.

For any questions relating to the position, contact
at () - .

**Submit
Application
Package to:** HCD Recruitment #
P.O. Box 952050
Sacramento, CA 94252-2050

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.
California Relay (Telephone) service for the deaf or hearing-impaired: From TDD Phone: 1-800-735-2929. From Voice Phone: 1-800-735-2922

The State of California, a drug-free and safe work place, is an Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, medical condition, gender identity, religious creed, political affiliation, age or sexual orientation.

DESIRABLE QUALIFICATIONS (DQS):

- Experience in a managerial role over supervisory/technical staff performing human resources functions.
- Excellent customer service and interpersonal skills, with the ability to work cooperatively and collaboratively with all levels of staff and management to achieve outcomes.
- Ability to be creative and innovative with problem-solving and process improvements.
- Experience handling sensitive personnel issues, such as EEO matters and labor relations, with both internal and external entities, including the California Department of Human Resources, State Controller's Office, State Personnel Board, and labor organizations.
- Knowledge of position control and allocation procedures, transactions, progressive discipline, and labor relations.
- Experience implementing process solutions to improve personnel performance and professional development of an organization.
- Demonstrated ability to mentor, coach, and develop staff to create a high-functioning and effective team.

STATEMENT OF QUALIFICATIONS:

Your Statement of Qualifications (SOQ) must address the above Desirable Qualifications (DQs). Your SOQ will be considered the first phase of the hiring process for this position. If your qualifications are competitive, you will be invited to come in for an interview. When completing the SOQ, please include specific examples of all relevant experience, education, and training for each desirable qualification and explain your answers thoroughly.

Requirements of the SOQ:

1. Responses should be no longer than a total of three pages, single spaced, with Arial 12 pt. font and 1 inch margins and must include your first and last name in the upper left hand corner
2. Be titled "Statement of Qualifications"

Cover letters and resumes may be included with your application, but will not be considered a valid SOQ.

Applications that do not include a valid SOQ will not be considered.

STATE APPLICATION FORM 678:

On your State Application, please include 1) places of employment, 2) pertinent dates, 3) duties performed. Reference to other materials such as resumes will be considered incomplete.

DIVISION Admin & Management	UNIT Human Resources Branch	POSITION NUMBER 401-107-4801-001	CLASSIFICATION SSM II (Supervisory)
LOCATION Headquarters 2020 West El Camino Sacramento, CA 95833	WORKING TITLE (IF APPLICABLE) Personnel Officer	EFFECTIVE DATE TBD	
SUPERVISOR CLASSIFICATION CE • a cæ oÖ^] ~ c Äö^&f !	WORKING TITLE (IF APPLICABLE)	INCUMBENT	

GENERAL STATEMENT

Under the general supervision of the Assistant Deputy Director, Administration and Management Division, the incumbent is responsible for the leadership and management of the Human Resources Branch and for providing related guidance and recommendations to the Department management and executive team.

% of the Time	ESSENTIAL FUNCTIONS
25%	Effectively delegates and monitors work assignments to subordinate manager and staff in the Classification and Pay, Selection and Recruitment and the Personnel Transactions Units by ensuring projects are completed within agreed upon time frames and comply with applicable State laws, rules, regulations, Departmental policies and procedures. Provides interpretation and appropriate clarification, guidance, direction, and instruction to complete work as needed. Defines program requirements and ensures appropriate resources to ensure unit objectives are implemented in a cost effective and timely manner.
25%	Provides leadership, high-level technical and policy expertise, advice and recommendations to executive management relative to design, construction and use of exempt entitlements, career executive assignment, position allocation, examination plans, adverse actions, and other legal and technical interpretations and policy implementation on human resources functions and other related program issues within the Department. Responds to the most sensitive internal and external requests for assistance or information, ensuring accurate and timely responses. Effectively presents recommendations to executives, prepares action plans, and reports status. Attends various meetings and training events as required.
15%	Interprets provisions of labor agreements; investigates, recommends, and/or make decisions regarding disposition of grievances arising out of labor agreement administration, or grievances filed outside of the labor agreements; may participate in the development of State positions on matters within the scope of bargaining; responsible for providing guidance and direction to supervisory/management staff regarding State labor relations policies and proper practices in grievance handling or other areas of labor-management relations and progressive discipline issues.

15%	Serves as department's liaison with control agencies and ensures departmental participation in service wide studies and issues of direct concern to the Department. Stays apprised of and ensures adherence to changing laws, rules, regulations, policies, procedures, requirements and information issued by authoring agencies such as the Governor's Office, Department of General Services (DGS), Department of Finance (DOF), and Department of Human Resources (CalHR) and the State Personnel Board (SPB) that have impact on statewide management.
% of the Time	MARGINAL FUNCTIONS
10%	Oversees of development and implementation of Workforce Excellence programs, which include the following: Performance Management; Skills Development (current staff and managers); New Manager Development, and Succession Management. Develops marketing and recruitment programs and continually enhances existing selection program.
5%	Oversees, guides and directs the administration of the Health and Safety Program, which includes Emergency Preparedness, Violence in the Workplace, Hostile Work Environment and Return to Work programs ensuring compliance to laws, rules, regulations, policies and procedures. Oversees the Training Program ensuring the design, development, and delivery of course curriculum and materials.
5%	Recruits, hires and trains staff. Prepares Individual Development Plans/Performance Appraisals, Reports of Probationary Performance, Career Development Plans and Leadership Development Plans. Counsels subordinate staff as to job performance and initiates corrective action when appropriate. Completes various statistical reports as requested. Maintains supervisory files in accordance with applicable policies and procedures.
ADDITIONAL INFORMATION	
<p>Physical Requirements: The position requires the ability to sit for extended periods of time and daily access to and use of a personal computer and telephone is essential.</p> <p>Working Conditions: The incumbent works in a 12-Story office building in an office setting, with natural and artificial light and temperature control.</p> <p>Supervision Received: The incumbent receives general direction from the Assistant Deputy Director, Administration and Management Division (SSM III); however, assignments and direction may also frequently come from the Deputy Director (CEA 3) and/or the Director.</p> <p>Supervision Exercised: Supervises a Staff Services Manager I, one-Training Officer I, one-AGPA, one-MST, one-AA II, indirect supervision of three-APAs, one-SSA, three-SR PSS's, one APA Retired Annuitant; Supervises a multi-disciplinary staff of analysts and technical staff. The Classification & Pay analysts will report directly to the Labor Relations Officer for labor relations related work.</p>	

Administrative Responsibilities:

The incumbent is responsible for ensuring that good personnel management decisions are made within the Branch, and for completing all projects as assigned.

Personal Contacts:

The incumbent represents the Department with State control agencies SPB, CalHR, DOF, SCO; The incumbent has frequent contact with all levels of Housing and Community Development staff Management staff, including the Directorate, and key customers handling the most complex, sensitive and confidential issues on behalf of the Department.

Consequence of Action:

Failure to follow proper personnel management practices or procedures could result in the department failing audits and in sanctions by SCO, DPA, or SPB, problems with employee pay or benefits or penalties against the Department.

Other Information:

The incumbent must have extensive working knowledge of Personnel rules, regulations, and benefits and use good judgment in decision making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to HCD management and client needs. The incumbent must be able to analyze and draw sound conclusions and be able to work well with and communicate effectively with others on a daily basis. The incumbent will be responsible for the security of sensitive and confidential information. Occasional travel may be required.

EMPLOYEE STATEMENT

I have discussed the duties and responsibilities of the position with my supervisor. I certify that I am able to perform the essential functions listed with or without reasonable accommodation.

I understand that I may be asked to perform other duties as assigned within my current classifications including work in other functional areas as business needs require.

Employee Signature: _____ Date: _____

SUPERVISOR STATEMENT

I certify that I have discussed the duties and responsibilities of the position with the employee.

Supervisors Signature: _____ Date: _____